



Davis Bews Design Group, Inc.

150 State Street East

Oldsmar, FL 34677

(813) 925-1300

Since 1994, Davis Bews Design Group has earned an honored reputation in the residential design and drafting industry, with an emphasis on our customer satisfaction and drawing excellence. Our passion is to be a heroic company with great people; to form partnerships and strive for our bigger future together.

We are personally committed to establishing a genuine partnership with our clients through exciting design, exceptional drawings, and service that exceeds expectations and contributes to their success.

Talent Acquisition Specialist

Note: All positions at Davis Bews Design Group begin as contractor positions

Overview of Position:

The Talent Acquisition Specialist is accountable for all aspects of our talent management process. Our talent management process includes recruiting, interviewing, hiring, onboarding, orientation, talent maintenance and termination. This position has the potential for the creation and management of additional innovative programs such as internship opportunities, virtual tech retention, new recruiting platforms, or any other advances to our current processes.

Detailed Job Responsibilities:

1. Working with hiring managers to fill out hiring packets, create interview material/assessment, and draft job postings that will attract the best candidate possible.
2. Maintain the job postings and hiring portal, pre-screen and communicate with possible candidates, set up interviews with hiring managers, and extend offer letters.
3. Assign in the onboarding process (i.e background checks, contract agreement, equipment set up, schedule a start date, etc..)
4. Welcome and orientate our new staff to the company whether in-person or remote.
5. Management of talent maintenance. This includes project communicators, individual development plans, accountability reports, etc..
6. Assist in the termination process as needed.
7. Recruit full-time, part-time, temporary, contractual, and intern personnel
8. Participate in various job fairs and prepare efficient network of talent
9. Develop, create and implement innovative strategies for talent management process improvements.
10. Participate in various special projects and ensure optimal utilization of all development resources.
11. Develop, initiate, and maintain effective programs for workforce retention, promotion, and succession planning.

We *LOVE* Drawing Houses.



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12. Create and maintain an environment of equal employment opportunity, diversity, and competitive advantage
13. Build internship program and manage interns.

Education / Qualifications:

1. At least 3 years of experience in recruiting and talent management required
2. Associate's degree or higher preferably in HR-related field
3. Experience recruiting in the architectural industry a plus
4. Superior verbal and written communication skills.
5. Proficient with Microsoft Office Suite
6. Excellent interpersonal, counseling, and negotiation skills.
7. Excellent leadership skills and self-managing
8. Strong analytical and critical thinking skills, process-driven.
9. Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.

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